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Faculty Meeting Minutes & Agendas

Communication Disorders & Sciences

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September 13, 2013

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Communication Disorders & Sciences

Faculty Meeting Minutes

September 13, 2013

- I. Communications
 - A. Achievement and Contribution Awards
 - B. Note from Jenna Didier
 - C. Clinic Director Position – Syracuse University; Chair – University of Maryland
 - D. CSD National and State Aggregate Data Report
 - E. Materials prepared by Jillian Norman for Decatur Sertoma Club Presentation
 - F. TRiO student Support Services Mentor Information and Application
 - G. My EIU Brochure
- II. Minutes from August 13, 2013 were approved by consensus (Smitley /Calvert).
- III. Announcements
 - A. Fall Calendar of Events – CDS Calendar
 - 1. October 3-4 – Thursday & Friday – Autism Conference
 - 2. October 14, Monday – Open House (Fahy AM; Calvert PM)
 - 3. October 18, Friday – Faculty Meeting 8:00; Graduate School Visitation; Transfer Friendly Friday; Homecoming
 - 4. October 23, Wednesday– Publishing Scholars Reception 3:30-5:00; Program 4:15
 - 5. November 8, Friday – Faculty Meeting 8:00
 - 6. November 11, Monday – Open House (Wilson AM; Smitley PM)
 - 7. November 14-16 – Thursday to Saturday – ASHA Convention in Chicago
 - 8. December 6, Friday – Faculty Meeting
- IV. Discussion Items
 - A. Chair Discussion Items
 - 1. The Academic Advisor Award criteria and nomination procedures were reviewed. It will be announced and forms distributed at the Fall Advisement Meeting for students.
 - 2. An update on the Autism Center and October Conference was provided.
 - a. Mike Murray has secured three sponsors (i.e., First Mid-Illinois Bank, Carle Foundation Hospital, and Sarah Bush Lincoln Hospital) for a total of \$2500.
 - b. Grants have been requested from the College of Sciences and Graduate School to assist with speaker expenses.
 - c. Bob Augustine will be out of the country for the event, but purchased 10 tickets for David Finch to be distributed to individuals who might not otherwise be able to attend.
 - d. Faculty should continue to encourage student attendance.
 - e. Tim Kowlaski's handout is extensive (i.e., 60 + pages) so it will be available to students electronically from the CDS website since their cost is only covering lunch. Copies will be provided to full registrants.
 - f. Gail has been asked to formulate a formal staffing plan for the Autism Center and asked for faculty input regarding release time or supplemental pay options. The initiation date is planned for fall 2014. The Clinic Committee will also be involved in discussion to coordinate developing fees, supervision units, etc.

3. It was determined that the annual fall Advisement Night will be on Tuesday, October 8. Gail will work on developing a schedule to share with faculty.
4. Procedures for the Student Commencement Speaker Competition were reviewed, with a reminder regarding the November 30 deadline for undergraduate submissions.
5. Jill Fahy has completed her term on the Research CU Pool Allocation Committee. The new CDS representative will be Nicole Mulvey.
6. Tena McNamara has initiated a hearing conservation program and research project in collaboration with the Music Department, targeting specifically the band members. They will have their hearing tested on an annual basis free of charge and be provided with hearing conservation information by two graduate students, Clare Kilbride and Kari Tutak. Purchase of acoustic earprotection will be offered and available at cost through the Speech-Language-Hearing Clinic.
7. The long range Strategic Plan and Committee Goals were reviewed, revised, and accepted by consensus (Smitley/Wilson).

B. Graduate Program

1. A revised copy of the Comprehensive Exam Schedule for January 2014 was distributed. Becky will make it available to graduate students.
2. The CDS Department was recognized at the Graduate Leadership Summit with successful awarding of First Choice Renewal.
3. Discussion at the Curriculum Committee determined that it would be advantageous to support the Study Abroad experience that Tena McNamara and Heidi Harbors from Illinois State are offering for students in CDS. Adjustments will be made in the Intersession schedule to start a week later to accommodate the trip. This will also impact the distance education students, since that is they will be taking during the summer.
4. Members of the Curriculum Committee voted to delay admitting another distance education cohort until the first group has completed their program, due to concerns regarding staffing in the Department with pending retirements and initiation of the Autism Center.

C. Clinic Director

1. Frank provided information regarding current Clinic enrollment.
 - a. There are 42 student clinicians, 32 graduate and 11 undergraduate
 - b. Clients on campus include 8 EIU students and 58 members from the community; Jefferson and Kansas practicums include 20 clients; the Aural Rehab practicum includes 13 clients
 - c. Total number of clients seen this fall for services is 119 clients per week
2. All diagnostic evaluation slots for fall are filled except one. If there is a cancellation, please re-schedule the experience if at all possible to insure the students' experience in a real case rather than simulation.

D. Committees

1. Curriculum
 - a. Course revisions were approved by the College of Sciences Curriculum Committee on August 30 and Council on Academic Affairs on September 13. They have not been scheduled yet for the Council on Graduate Studies or Council on Teacher Education.
 - b. Chris will coordinate generation of a group waiver for all senior CDS majors for CDS 4820. Only graduate students will enroll in the class this

- for any course being course.
- spring; the new course will be required for the next graduate class, which would include any seniors. Advisors should check credit units seniors to insure graduation requirements are met with this waived. Alternatives could include a Special Topics
- c. John Mace informed Gail that one section of PSY 4515, Exceptional Child, will be offered this spring semester.
- d. Chris shared information from the Advisor Coffee and provided handouts regarding important dates and contact individuals for academic programs. She also reviewed procedures and forms for waiving minor student hours. A student cannot graduate with distinction if the senior institution requirement of 56 hours is not met.
- e. Advisors will need to continue completing a waiver form for CDS 4900 for transfer students because it is a graduation requirement in the major.
3. Special Events
Jean solicited nominations for the CDS Outstanding Alumni Award. Five names were generated. She will prepare a short synopsis of each individual and request an email faculty vote.
4. Departmental Honors/Undergraduate Research
a. Angela reviewed funding options for undergraduate students. She emphasized that the individuals do not have to be in the Honors Program. Applications are due to the Honors College on October 18.
b. The Honors College is exploring hosting events in conjunction with Homecoming, possibly a ribbon-cutting on Friday evening and tailgate on Saturday. Angela will forward names of last year's six students who presented at NCUR if they need student posters to display.
c. Departmental recruitment materials may also be developed by the Honors College.
5. Other – Faculty photo date was rescheduled for Wednesday, September 25 at 12:15.

Action	Person/Committee Responsible	Time Frame
Update CDS Website & Tour of Facility	Beth, Becky	Spring 2014
Monitor SLP Distance Master's; Develop and implement modifications for admission of second cohort	Gail, Frank, Becky, Lynn, Angela	Fall 2014
Review, update, and secure university approvals for graduate curricular changes	Curriculum Committee	Fall 2013
Review, update and develop undergraduate curriculum in concert with EIU Undergraduate Education Learning Goals	Curriculum Committee	Spring 2014
Develop materials, structure, and procedures to implement initiation of Autism Center	Clinic Committee	Fall 2014
Review and develop appropriate graduate curricular changes to meet revised ISBE standards	Curriculum Committee	Spring 2014
Develop Online Graduate Handbook	Becky, Beth, Frank, Brenda	Spring 2014
Develop a staffing plan to anticipate retirements and Autism Center	Gail, Clinic Committee	Fall 2013

Committee Goals 2013-2014

Assessment (Jill)

1. Evaluate EIU Undergraduate Education Learning Goals (i.e., speaking, writing, critical thinking, global citizenship) across the curriculum and evaluate strengths and limitations/ gaps.
2. Serve as a liaison with the university community and CAA regarding departmental initiatives in assessment, writing, and critical thinking.
3. Monitor outcomes in DLOs for critical thinking and writing, as well as provide assessment summaries each semester to students and faculty.
4. Maintain ongoing departmental assessment (data collection and analysis) for various entities (i.e., EIU, IBHE, ISBE, CAA).

Curriculum (Angela)

1. Review revised course proposals for submission to university councils for graduate curricular revisions.
2. Prepare and submit revised undergraduate and graduate major requirements to appropriate university councils.
3. Monitor and make appropriate graduate curricular modifications for second admission of master's degree cohort and revised ISBE standards.
4. Monitor implementation of curricular changes at undergraduate and graduate levels.

Awards (Brenda)

1. Provide end of the year summary of student awards, presentations, publications
2. Coordinate email notification of awards to each class of majors

Clinic (Trina)

1. Develop details for implementation of the Autism Center in Fall 2014.
2. Develop online submission for pre-diagnostic information.
3. Develop a Consumer Satisfaction survey for diagnostic evaluation clients.

Special Events (Jean)

1. Coordinate departmental events (i.e., Graduate Forum, Autism Conference, Picture Gallery)
2. Compile and publish the Alumni Newsletter
3. Coordinate the Graduation Reception in the Department

Technology (Becky/Lynn)

1. Coordinate revisions and updates to the Departmental Website
2. Monitor technology needs in conjunction with the online graduate program.

cc: Provost Lord
Dean Ornes
Archives